MS Publisher – Create a Flyer with a Picture

1. Start Publisher and Select “File” and “New”
2. Choose Business and then Certificates
3. Select “Certificate of Appreciation”
4. Save as “Certificate of Participation”
5. On the Page Design tab in the Template Group, select Change Template
6. Select Appreciation 8
7. Choose the Mountain Color Scheme
8. Choose the Foundry font scheme
9. Click the headline text and type “Certificate of Participation”. Press the enter key and then type “Marion County IT Fair”.
10. Change the vertical text to read, “I.T. Showcase Competition in Marion County”.
11. Select the text, Name of Recipient text box and delete it.
12. Insert a text box below the headline. Set the font size to 28 point. Enter the text, Spring 2018 in the text box.
13. Resave your document and email to your teacher

